

I. PROCEDURES

- A. Call to Order Chairperson Yvette Hudson called the meeting to order at 10:02am.
- B. Roll Call Chairperson Yvette Hudson, Vice-Chair Besler, Commissioners Andrea Dunn, Norma McDowell and Margaret Hangan were present, and they constituted a quorum. Present from City Staff, Deputy City Clerk Sue Bennett.
- C. Adopt Agenda Commissioner McDowell made a motion to adopt the Agenda. Commissioner Dunn seconded the motion, and it carried.

II. AGENDA ITEMS

A. Commissioners to review and discuss updating the “*Historic District*” Business sign requirements and regulations. (*Yvette Hudson*)

Commissioners examined the handouts that were provided showing the *City Code Chapter 12.13 – Signs permitted in each zoning district*. Also attached were “*letter font*” examples along with the Statement of the Commission’s Powers. The Commissioners biggest concern is getting the proper information to the businesses that are submitting requests for new or changing existing signs. They would like to establish a guideline with a time frame to complete their requests. Commissioner Hangan suggested a table of submitted projects be included in any upcoming Agenda as attachment and allowing proper follow through with the Commissioners. Vice-Chair Besler also would like follow ups to any of their recommendation to the City Staff and the new businesses.

Commissioner McDowell expressed concern regarding the attachment of signs such as drilling holes, where the mortar is compromised. Continued discussion regarding painting policy and defacement of original structures. Brick is not painted unless it was originally painted and absolutely no sand blasting.

Chairperson Hudson expressed concern that when applications are approved for painting or signage what is the requirement or timeframe for actual completion of a project. Commissioner Hangan stated she feels that it should fall on the owner of the building regardless of the leased tenants.

Dale Johnson from Signs Plus was available and discussed with the Commissioners the new Poly-carbonite a form of plastic that is available and very durable and is shatter proof. He feels they are more aesthetic to the Historic Value of the buildings and seem to be the favorite of our current business owners. Anna from Anna’s Café was present from the public, she wanted more clarification of her upcoming sign request and discussed options with the Commissioners and Dale Johnson, she hopes to prepare

her request for our next regular scheduled meeting. Dale Johnson also discussed with the commissioners the difference of Glass Neon and LED neon and that the City prefers the Glass Neon for their “Dark Sky” ordinance.

Commissioner Besler asked about the signs made of “Wood” like material. Dale stated that this is a high density urethane foam, they glued two pieces of this urethane foam with aluminum in the middle, then used a rotor with a bit that makes the wood grain texture, then they are painted and laminated. This gives it the look of wood but also the durability for hanging. Discussed various materials and installation processes and other options available based on the size of the project. The Commissioners thanked both Dale Johnson and Anna for their inputs.

Commissioner Hangan also suggested that we look into creating a Historic Preservation Plan similar to other cities and towns, she is willing to take on this task if the Commissioners feel this is something they would be interested in.

Commissioner McDowell and Dunn asked what happens when they inform the City of concerns/issue around town. Deputy City Clerk addressed that the Staff is investigating all concerns that the Commissioners bring to their attention. They do in fact address these issues with the businesses directly. Deputy City Clerk will see if the Staff has restrictions on how far, such as fines, they can pursue an issue.

IV. ADJOURN

Vice-Chair Besler made the motion to adjourn the meeting, and Commissioner McDowell seconded it. The meeting adjourned at 11:15a.m.

Chairperson

Attest:

Deputy City Clerk